

**CHAPTER 9****COLLEGIATE MANAGEMENT HANDOUT****SECTION 1****OVERVIEW/ADMINISTRATION**

**090101. INTRODUCTION.** The Articles included in this handout provide policy and procedures for Navy Active Duty and Individual Ready Reserve (IRR) collegiates. **This entire chapter must be given to all collegiates upon accession. All collegiates must acknowledge receipt of this document by signing and dating a NAVPERS 1070/613 (Page 13). The signed and dated Page 13 shall be filed in the collegiate's file and uploaded into OTools.**

**090102. MANAGEMENT OF ACTIVE DUTY COLLEGIATES**

a. Purpose. To establish policy and procedures for the management of active duty officer candidates (collegiates) per Naval Military Personnel Manual (NAVPERS 15560D) Article 1050, OPNAVINST 6110.1 and Manual Of The Medical Department, NAVMED P-117.

b. Background. Navy active duty collegiates are individuals who have been selected and enlisted into one of the following programs:

- (1) Baccalaureate Degree Completion Program (BDCP).
- (2) Civil Engineer Corps (CEC) Exceptional Student Program (hereon referred to as CEC Collegiate).
- (3) Nuclear Power Officer Candidate (NUPOC).
- (4) Naval Reactors Engineer (NRE).
- (5) Nuclear Power School Instructor (NPI).
- (6) Health Services Collegiate Program (HSCP).

c. These individuals are entitled to all benefits and privileges commensurate with their paygrade and are required to fulfill all obligations of this instruction and their Service Agreement, with the exception of wearing uniforms and adhering to military grooming standards.

d. Active duty collegiates are subject to the Uniform Code of Military Justice and assigned to the Navy Recruiting District (NAVCRUITDIST) responsible for the geographic area in which they attend college.

e. The Annual Certificate of Physical Condition (NAVMED 6120/3) must be completed annually during the collegiate's birth month. Any change in physical condition must be reported to N3M. Failure to disclose an illness or disease may be construed as intent to defraud the Government and may be the basis for dismissal from the program.

**090103. MANAGEMENT OF INDIVIDUAL READY RESERVE (IRR) COLLEGIATES**

a. The following are part of the IRR collegiate program:

(1)	MC HPSP - 1975
(2)	DC HPSP - 1955
(3)	MSC (Optometry) - 1995
(4)	NCP (Nurse Candidate) - 29002
(5)	FAP (Financial Assistant Program) - 21053
(6)	JAG Students
(7)	Chaplain

b. Upon commissioning, IRR collegiates will be notified in writing that they are under the official supervision of the appropriate manager listed below:

(1) For MC HPSP - 1975, DC HPSP - 1985, MSC (Optometry) - 1995, Nurse Candidate Program (NCP) - 29002, and Financial Assistant Program (FAP) - 21053 participants:

Commander  
Navy Medicine Manpower, Personnel, Training and  
Education Command  
ATTN: Medical Department Accessions  
8901 Wisconsin Avenue  
Bethesda, MD 20889-5611

Email Address: OH@med.navy.mil

(2) For JAG Students:

Head, JAG Community Manager  
Navy Personnel Command (PERS-416E)  
5720 Integrity Drive  
Millington, TN 38055-4416

DSN: 882-4084  
Commercial: (901) 874-4084

b. Collegiates must provide an up-to-date phone number, address and email address to his/her manager and notify his/her manager of any changes in personal information while in the program.

**090104. CHAPLAIN STUDENT MANAGEMENT.** Chaplain students are commissioned in the IRR and do not receive financial assistance. They are managed by the Chaplain Candidate Program Officer (CCPO), Chief of Chaplains Office.

a. Chaplain Students must be contacted quarterly by the Region Chaplain. Any changes in status must be reported to the Director of Chaplain Accessions at Navy Recruiting Command (N312).

b. The Annual Certificate of Physical Condition (NAVMED 6120/3) must be completed annually during collegiate's birth month. Any change in physical condition must be reported to N3M. Failure to disclose an illness or disease may be construed as intent to defraud the Government and may be the basis for dismissal from the program.

**090105. CHANGE IN STATUS**

a. If Collegiates encounter any problems/issues, including medical, physical, academic, personal, family, or legal, they are required to notify the following person immediately.

b. IRR collegiates notify their respective manager.

c. Active Duty collegiates notify their NAVCRUITDIST.

d. Chaplain collegiates notify the current Chaplain Candidate Program Officer.

e. JAG collegiates notify PERS-4416.

f. Nuclear program collegiates notify the managing NAVCRUITDIST.

**090106. ORDERS**

a. Upon completion of degree requirements, active duty collegiates and superseding IRR students will be ordered to the next available ODS, OCS, or Chaplain class.

b. HPSP students generally may attend ODS following the initial year of Medical or Dental school.

c. All collegiates will complete a duty preference sheet approximately six months prior to graduation. The NAVCRUITDIST Officer Recruiter will forward it to the appropriate PERS code.

**090107. URINALYSIS.** This Article applies to Active Duty Paid Collegiates only. IRR collegiates will not take part in the Command Urinalysis Program.

a. Collegiates in the NUPOC, CEC Collegiate, BDCP and HSCP programs are active duty members of the command population pool and will participate in the Command Urinalysis Program.

b. Collegiates will receive a briefing regarding the requirement to participate in the Command Urinalysis program prior to their enlistment into NUPOC, BDCP, CEC Collegiate, or HSCP.

c. Due to the remote location of many collegiates, it is not required that they be tested on the day of random urinalysis. Instead, those collegiates randomly selected will be tested at the next scheduled command required collegiate activity (i.e., monthly collegiate meeting, semi-annual Command PRT). They must be tested at a minimum annually per OPNAVINST 5350.4.

d. Collegiates will not receive prior notice of urinalysis testing.

**SECTION 2****ACADEMICS**

**090201. COLLEGIATE ACADEMIC RESPONSIBILITIES.** The primary military responsibility of all collegiates is to comply with the academic requirements of their service agreement. All active collegiates will:

- a. Maintain the GPA required by their program.
- b. Submit transcripts to their respective NAVCRUITDIST within 30 days of completion of the quarter/semester.
- c. Comply with their Degree Completion Plan as approved at time of entry.
- d. Request extensions in graduation date, changes in degree, major, Degree Completion Plan (implying any class changes other than non-specified electives), or university prior to executing such changes.

**Note:** Unless otherwise authorized by the respective NAVCRUITCOM Officer Program Director (N311, N312, N313, N314), students must be enrolled full time and take traditional courses.

**090202. PROGRAM ACADEMIC REQUIREMENTS.** Academic requirements must be maintained in accordance with the respective Program Authorization (PA).

**090203. ACADEMIC DISENROLLMENT**

- a. Active duty collegiates who fail to respond to counseling, or whose academic performance fails to meet the requirements of their service agreement, may be:

(1) Disenrolled from their program and transferred to active duty via Recruit Training Command (RTC). Officer candidates who fail to meet the requirements of their service agreement prior to commissioning, for any reason other than physical disqualification, will normally be required to complete recruit training and serve on active duty for the length of time as specified on the service agreement. Collegiates who are disenrolled will normally be reduced in paygrade to E3 prior to entry into recruit training.

(2) Released from active duty to complete their academic studies if within 12 months of graduation. A BDCP or HSCP collegiate may be placed on inactive duty for failure to maintain the academic standards required in the service agreement, or if the time required to complete studies exceeds that authorized for the program. During this period, all pay and benefits will be stopped. This option allows the collegiate to complete a degree at his/her own expense prior to entry into recruit training to complete 24 months of active duty.

(3) Discharged. The type of discharge and reenlistment code will be determined by NAVCRUITCOM per BUPERSINST 1900.8 as required by designator.

b. The individual program service agreements contain the specific disenrollment obligations and requirements.

**SECTION 3****PHYSICAL FITNESS****090301. PHYSICAL FITNESS**

a. Navy active duty collegiates are required to comply with the Navy's Physical Fitness Assessment Program per OPNAVINST 6110.1, to include participation in the semi-annual Physical Fitness Assessment (PFA).

b. IRR collegiates are not required to participate in the Physical Fitness Assessment (PFA) Program. Should an IRR collegiate wish to voluntarily participate, they will complete a Hold Harmless Agreement and Release from Liability Certificate (NAVCUIT 1100/27) **prior to each physical evolution**. The OPO will retain these forms in the collegiate's folder.

c. Collegiates on active duty will:

(1) Complete a Physical Activity Risk Factor Questionnaire (PARFQ) and Physical Health Assessment SF 600 per OPNAVINST 6110.1. The DD Form 2766 will be filled out yearly with the collegiate's TRICARE provider or military physician. Both these forms are printed out from the Physical Readiness Information Management System (PRIMS).

(2) Before every PFA cycle, fill out the PARFQ prior to participating.

(3) Complete DD Form 2766 annually during the member's birth month.

d. Active duty collegiates who do not meet standards set forth in OPNAVINST 6110.1, or who do not meet the physical readiness requirements to report to OCS or ODS as indicated below, will be formally counseled by the NAVCRUITDIST and placed on a remedial fitness program per OPNAVINST 6110.1.

e. Officer candidates are required to pass, at a minimum, the 3rd Class swim test at OCS and ODS. All officer candidates are expected to be able to swim prior to reporting to OCS/ODS. Collegiates selected for OCS/ODS programs are encouraged to practice swimming prior to shipping to OCS/ODS.

**090302. OCS PHYSICAL READINESS.** Active duty collegiates scheduled for OCS are required to complete the PFA with a score of Good-Low or better in each PFA area (i.e. curl-ups, push-ups and run) no earlier than 30 days and no later than 14 days prior to shipping to OCS regardless of when last PFA was administered. Scores must be uploaded into Web OTools and PRIMS within this time frame. Collegiates who do not meet these requirements will receive a warning letter from NAVCRUITCOM and will not be ordered to OCS without approval from NAVCRUITCOM (N31).



**SECTION 4****ADVANCEMENT (PROMOTION)**

**090401. NUPOC ADVANCEMENT.** NUPOC/NR/NPI collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession to the NUPOC, Nuclear Power School Instructor (NPI), or Naval Reactors Engineer (NRE) programs up to the rate/paygrade of OCC/E7.

**090402. BDCP ADVANCEMENT.** BDCP collegiates may be advanced up to two paygrades while in the BDCP collegiate program, to a maximum of E5.

a. BDCP collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession into any officer program. The effective date of this advancement will be the date of enlistment for collegiate referrals or the date of commission for direct referrals.

b. BDCP collegiates making the Dean's List for two consecutive semesters, or three consecutive quarters, after enlisting in the collegiate program may be advanced one rate/paygrade. They may only be advanced once for academic achievement. To initiate this advancement, Collegiate must provide transcripts and a letter from the college indicating Dean's List achievement (if not noted on transcripts) to his recruiter or NAVCRUITDIST, who will forward to collegiate management. The effective date of this advancement will be the first day of the month following completion of the quarter/semester.

c. Upon graduation, BDCP collegiates will be advanced to E5. The effective date of this advancement will be date of graduation. Collegiate must provide transcripts verifying graduation to recruiter or NAVCRUITDIST.

**090403. CEC ADVANCEMENT.** CEC collegiates may be advanced via three different methods while in the CEC collegiate program, to a maximum paygrade of E5.

a. CEC collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession into any collegiate program. The effective date of this advancement will be the date of enlistment for the referred member. "By direction" signatures are not authorized on this letter.

b. CEC collegiates may be advanced one paygrade one year after enlistment, providing they meet the academic requirements of their service agreement. The effective date of this advancement will be on the one-year anniversary date of enlistment.

c. Upon graduation, CEC collegiates will be advanced to E5. The effective date of this advancement will be date of graduation. Collegiate must provide transcripts verifying graduation to recruiter or NAVCRUITDIST.

**090404. HSCP ADVANCEMENT.** HSCP collegiates may be advanced up to one paygrade while in the HSCP collegiate program, to a maximum of E7. Active duty enlisted applicants paygrade will be determined by NAVCRUITCOM (N314). Either of the following can result in advancement:

a. HSCP collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession into any medical commissioning program. They may only be advanced one rate/paygrade for accession referral regardless the number of accessed referrals obtained. The effective date of this advancement will be the date of enlistment for collegiate referrals or the date of commission for direct referrals.

b. HSCP collegiates making the Dean's List for one semester, or two consecutive quarters, after enlisting in the collegiate program may be advanced one rate/paygrade. They may only be advanced once for academic achievement. To initiate this advancement, provide transcripts and a letter from the college indicating Dean's List achievement (if not noted on transcripts) his recruiter or NAVCRUITDIST, who will forward to collegiate management. The effective date of advancement will be the first day of the month following completion of 90 semester hours or 135 quarter-hours for Bachelor Degree programs or after one semester or two quarters for Master Degree programs.

c. HSCP interns may be advanced mid-way through the successful completion of their program based on the Internship Director's and Specialty Leader's recommendation to NAVCRUITCOM (N315).

**SECTION 5****COLLEGIATE LEAVE AND LIBERTY**

**(THIS SECTION APPLIES TO ACTIVE DUTY PAID COLLEGIATES ONLY)**

**090501. LEAVE AND LIBERTY**

a. MILPERSMAN 1050 provides the Navy's policy and procedures on leave and liberty. This section does not apply to Chaplain Students (1945) or IRR students.

b. The NAVCRUITDIST OPL/OP will provide each collegiate upon enlistment a Collegiate Status/Air Transportation/BAH and BAS Eligibility Letter (Exhibit 040901). This letter will be presented to the appropriate authority by the collegiates along with their military identification card, as necessary, to explain their status with respect to military authority. BAH/BAS rates are determined by the servicing PSD per current instructions.

c. When collegiates are not attending college (e.g., on an authorized break such as Christmas), they may travel anywhere in the United States in a liberty status. Prior to departing school, they will inform their recruiter of their itinerary. If leaving the geographical area of their NAVCRUITDIST, the OPO or assigned recruiter will provide the collegiate the address and phone number of the nearest NAVCRUITDIST the collegiate's destination.

d. Navy active duty collegiates are eligible for U. S. Air Force, Air Mobility Command (AMC) flights when traveling in a leave status and must have an approved Leave Request/Authorization Form (NAVCOMPT 3065). Prior to being granted leave solely for travel purposes, collegiate must understand DoD 4515.13/OPNAVINST 4630.25, Air Transportation Eligibility.

e. If an active duty collegiate desires to travel outside the United States, it will be necessary to take leave to protect their rights in the event of an accident or involvement with civil or military authorities.

(1) In accordance with SECNAVINST 5510.30, it is in the best interest of the command and the traveler to ensure travelers are fully prepared for any particular security or safety concerns that the foreign travel may introduce. Therefore, prior to granting leave outside the United States,

the NAVCRUITDIST CO will ensure that all recommendations of the U.S. State Department have been followed and all Navy Knowledge Online anti-terrorism classes must be completed. A list of current travel warnings can be found at:  
[http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html).

(2) In addition, collegiates are required to review the consular information sheet paying particular attention to safety and security available at:  
[http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1765.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html).

(3) All active duty collegiates must inform NAVCRUITCOM (N311/N313/N314) prior to commencing foreign travel to ensure there will be no security issues or restrictions. For leave, the NAVCRUITDIST must inform NAVCRUITCOM (N313) prior to granting the leave request. For authorized travel as part of an academic program, see paragraph (f) below.

f. Collegiates participating in foreign exchange or other academic programs

(1) Collegiates who are authorized to enter into "exchange" programs with foreign universities will check in with the United States Embassy or local Consulate upon arrival and departure. Since collegiates enrolled in foreign universities are not attached to a military organization in the host country, the embassy is their point of contact in case of emergencies.

(2) If the exchange program is not on the approved Degree Completion Plan, the NAVCRUITDIST will submit a new Degree Completion Plan to N315, Collegiate Management, for approval.

(3) Collegiates will submit to the NAVCRUITDIST a list of countries to be visited, embassy addresses and phone numbers prior to beginning the exchange program. Upon NAVCRUITDIST's approval of the travel, NAVCRUITDIST will issue collegiate a Travel Abroad Letter, attaching a copy in OTools and next actioning Collegiate Management (N315) at NAVCRUITCOM. The collegiate will carry this letter with them while abroad.

(4) In addition, collegiates participating in foreign exchange programs will also review the applicable warnings and consular information sheets, paying particular attention to safety and security available at:  
[http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) and  
[http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1765.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html).